

# Attendance at Oak Farm Primary School

## Your Attendance Team:



**Mrs S Hunt**  
Attendance Champion



**Miss E Fisk**  
Attendance Officer



**Mrs C Hill**  
Attendance Support



**Mrs A Gammell**  
Pastoral Lead

Should you wish to discuss anything attendance-related, please contact Miss Fisk in the first instance who will share any concerns with Mrs Hunt. Working in collaboration with the Senior Leadership Team, Mrs Hunt may be in communication with you regarding your child's attendance but, of course, your child's class teacher remains as your first point of contact: they will be delivering attendance letters to you and will communicate with you if they have any concerns.

## Why is attendance so important?

Being around teachers and friends in a school environment is the best way for pupils to learn and reach their potential. Time in school also keeps children safe and provides access to extra-curricular opportunities and pastoral care. Every moment in school counts. For example, a child who is absent for three days over a half term could miss 18 hours of learning, which doesn't seem like a lot but this time adds up quickly. The higher a pupil's attendance, the more they are likely to learn, and the more successful their future is likely to be.

<b>100%</b>	0 days Missed
<b>95%</b>	9 days of Absence. 1 week and 4 days of learning missed
<b>90%</b>	19 days of Absence. 3 weeks and 4 days of learning missed
<b>85%</b>	28 days of Absence. 5 weeks and 3 days of learning missed
<b>80%</b>	38 days of Absence. 7 weeks and 3 days of learning missed
<b>75%</b>	46 days of Absence. 9 weeks and 1 day of learning missed

## What are we doing to reward attendance?

Oak Farm Primary  
Rewards for  
Attendance

WEEKLY

The class with the highest attendance, in each phase will win the attendance trophy/bear.

Every child with 100% attendance is entered into a raffle. One child per phase, at random, wins a fidget toy.

HALF-TERMLY

Every child achieving 97% and above receives an attendance sticker.

Every child achieving 100%, receives sticker and attendance certificate.

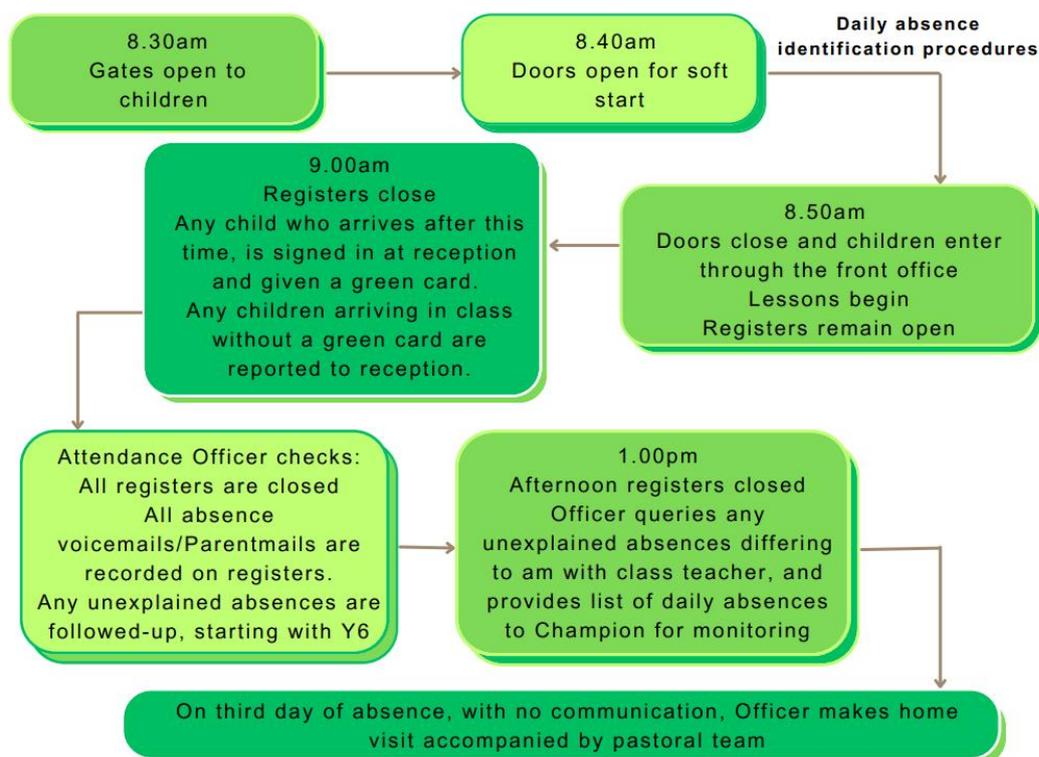
TERMLY

Every child achieving 97% and above entered into a raffle. One child per phase, at random, wins a book.

Every child achieving 100% and above entered into a raffle. One child per phase, at random, wins a £5 Amazon voucher.



## How do we ensure your child has arrived safely in school?



## How can you help your child achieve the best attendance possible?

- Allow plenty of time to get ready in the morning and have breakfast before leaving for school.
- Allow plenty of time to get to school - if you are late, please bring your child to the School Office.
- Have a bedtime routine so that they have a good night's sleep.
- Please do not keep your child off school if they have a 'minor illness' such as a cough, cold, runny nose, sneezing or sore throat. We are happy for you to send your child in and we will monitor them, and send them home if necessary.
- If they are unable to attend school, please ring or email the school office before 9am in the morning to give details.
- If making a routine appointment for the dentist/ doctor, please make it out of school hours, or during school holidays - we ask for proof of any appointments scheduled during school time.
- Talk to us. We are here to help. If you are having any difficulties that are affecting your child's attendance at school, please come and talk to us as soon as possible so we can help you.

	Gates open at	Classroom doors open at	Classroom doors shut at (official start time)	Child marked late if they arrive after
Morning nursery	8:25am	8:40am	8:50am	9:00am
Afternoon nursery	12:05pm	12:20pm	12:30pm	12:30pm
Reception Y1-6	8:25am	8:40am	8:50am	9:00am

Attendance Matters!

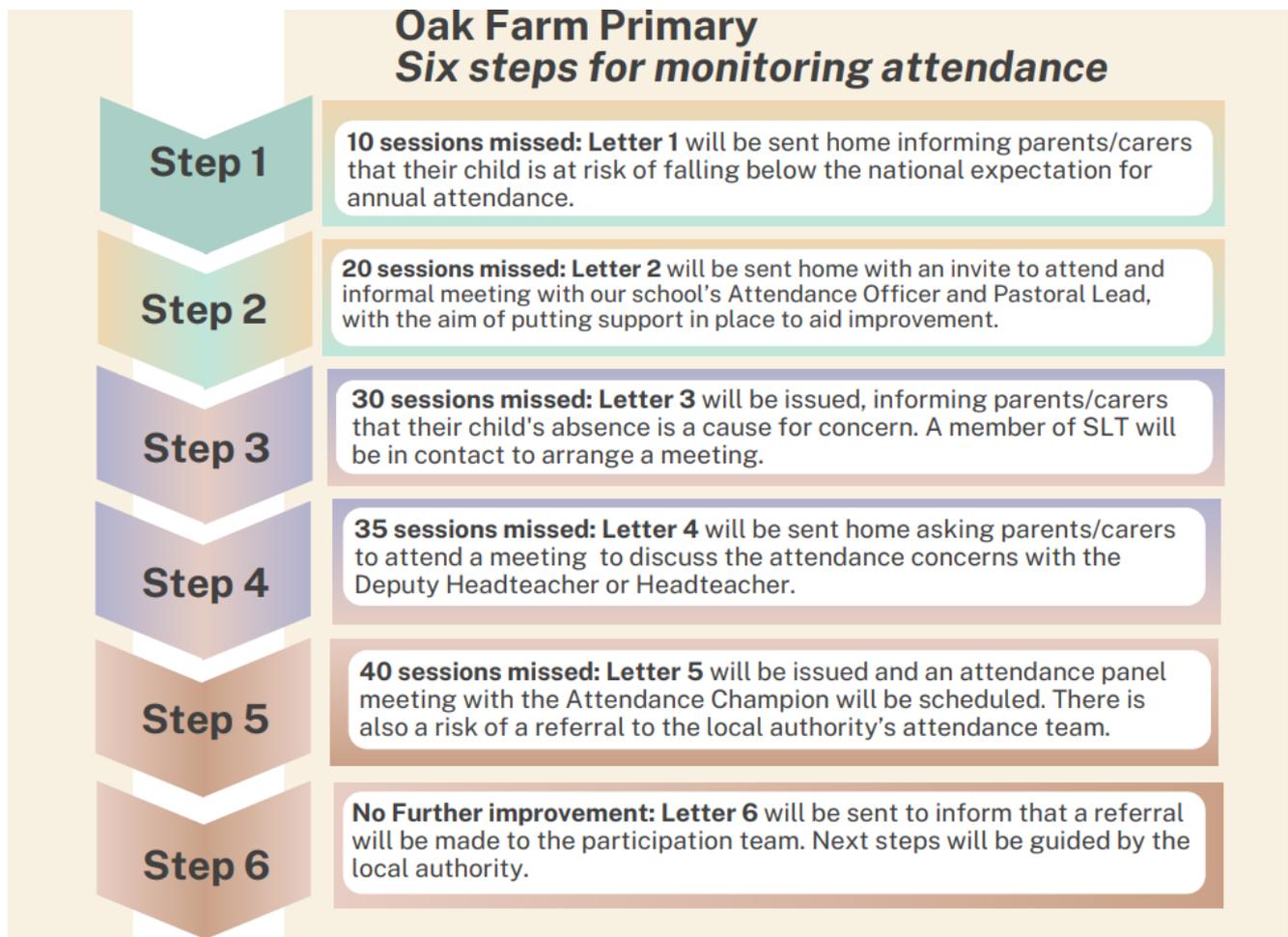


Every Student, Every School, Every Day

## Communication you can expect from us

- Daily attendance reminder messages are sent via Parentmail to all parents/carers who have not notified the school of their child's absence.
- Weekly Parentmails to parents/carers to whose children who have more than 2 late arrivals at school during the preceding week.
- Whole school attendance is shared weekly on the school bulletin, alongside regular updates and support.
- Attendance reports are given to parents three times across the academic year; two at the parental consultations (Oct & Feb) and with the final report in the summer term.
- Parents/carers will be notified if their child's attendance becomes cause for concern and parents will be invited in to meet with staff in line with Oak Farm's 'Six steps to monitoring attendance' (outlined below);
- School staff may undertake home visits if absences are not reported, to check that the child is safe and well.

## Our 'Six Steps to Monitoring Attendance'



## Is my child too ill for school?

If you're ever unsure on whether to send your child to school, please see this NHS web page which provides advice on range of conditions including: temperatures, anxiety, coughs and colds, chicken pox, head lice, infections and more.

[Is my child too ill for school? - NHS](#)

## Is my child too ill for school?

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.